



# Job Opportunity

## State Controller's Office

**Position:** Claim Auditor

Statewide

**Location:** Division of Audits  
3301 C Street, Suite 705, Sacramento, CA 95816

**Issue Date:** September 13, 2002

**Final Filing Date:** Until Filled

**Contact/Telephone:**  
Sylvia Ramos, 916-322-7977

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are also encouraged to apply.

**California Relay Service:** 1-800-735-2929

**Position Number(s):** 051-641-1771-021

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under close supervision provide by an Principal Claim Auditor or Assistant Principal Claim Auditor incumbent will audit claims against the State for legitimacy, compliance with provisions of the law, and state practices.

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Audit claims for payment from over 270 State agencies, boards, and commissions.
- Determine if claims submitted for payment are legal and proper in accordance with applicable laws, rules, and regulations.
- Review State contracts for appropriate authorizations and approvals, highlight primary payment terms of the contract, and post subsequent payments to the contract/lease database.
- Determine that laws governing the agency and rules and regulations established thereafter provide sufficient authority for the incurring of the obligations.
- Prepare summaries to support their findings, identify deficiencies or defects in claims, and prepare draft correspondence.
- Successfully interact over the telephone with vendors, and State agency personnel.



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**How to Apply:**

**All hires will be subject to a background check.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Audits  
300 Capitol Mall, Suite 518  
Sacramento, CA 95814

Attn: Sylvia Ramos



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